

Harvest New England Day

Massachusetts Exposition Building

Single Day Exhibitor Application and Guidelines

2018 Big E Fair, September 14 – September 30

Massachusetts State Exposition Building
Eastern States Exposition
West Springfield, Massachusetts

Application due by Monday, July 23, 2018 no later than 4:00 PM

The mission of the Massachusetts Building is to showcase Massachusetts agriculture, culture, commerce, and tourism through informational, educational, promotional and retail exhibits. The Massachusetts Department of Agricultural Resources (“MDAR”) invites Massachusetts organizations and businesses (“applicants”) to apply for the opportunity to exhibit at the Massachusetts Building (“Building”) at the following single day events.

Single Day Event	Contact Information
Harvest New England Day September 28, 2018 \$100 booth fee	Bonita Oehlke, 617-616-1753 Bonita.oehlke@state.ma.us Massachusetts Department of Agricultural Resources 251 Causeway Street, Suite 500 Boston, Massachusetts 02114

Harvest New England Day, 10:00 AM to 5:00 PM – Massachusetts organizations and businesses promoting and/or selling local agriculturally based food and fiber products are invited to participate by setting up in 10x10 tents on the front lawn for the purposes of selling and/or promoting Massachusetts food and fiber products. **\$100 booth fee to exhibit on Harvest New England Day.**

Important Information

- Applicants with products that compete with exhibitors inside the Massachusetts Building will be ineligible which includes exhibitors on the side porches of the Building.
- Set-up on the front lawn begins at 7:30 am. Access to the grounds for set-up ends at 9:00 am; all vehicles must be off fairgrounds and in parking lots by 9:30 am. The fairgrounds open at 10 am to the public.
- Tents must be weighted down or staked to the ground to ensure the safety of fairgoers and other exhibitors on the lawn. Failure to comply may result in the forfeiture of booth space.
- Booths must be set up and ready by 9:30 am and remain open until at least 5 pm, with the option of staying open until 9 pm when the building closes. Failure to comply may result

in the forfeiture of booth space and/or the applicant may have their application denied the following year.

- Set-up and break down instructions will be distributed to applicants upon acceptance.
- 4 admission passes and 2 parking passes are allotted per exhibitor. Additional passes are available for purchase.
- The exhibitor is responsible for bringing all supplies including, but not limited to 10x10 pop up tent, folding table, chairs, coolers, etc. (Note: hand trucks are not available from Building Management but are recommended for carting supplies to and from your car.)
- Limited electricity is available, contact the building manager prior to applying for more information at katharine.meehan@state.ma.us.
- Food and beverage products, hard goods and other products or services must be local (i.e., grown, produced, or manufactured in Massachusetts).
- Food and beverage products, hard goods and other products or services (other than commodity related associations) sold must be available commercially on a regular basis in Massachusetts (i.e. year-round availability online or in-store, not just during the Big E).
- Applicants must enter into a Licensing Agreement with MDAR no later than Monday, August 27, 2018. The License Agreement must be in affect before any exhibitor can enter the Massachusetts Building premises for the purpose of preparing their assigned booth space for the 2018 Big E Fair.
- Licensing, sub-licensing, leasing, and/or sub-leasing any or part of booth area without approval of the Building Manager is prohibited.
- Any applicant that fails to enter into a licensing or lease agreement with MDAR will not be allowed as an exhibitor on the Massachusetts Building premises during the Big E.
- Booth fee (applicable to Massachusetts Day and Harvest New England Day only) of \$100 per booth per day is due in full at the time of signing the License Agreement. Any payments not submitted with the signed License Agreement will be assessed a \$50.00 late fee. Checks should be made payable to the Commonwealth of Massachusetts, Massachusetts State Exposition Building Maintenance Fund.

Public Health Requirements

Exhibitors must comply with all applicable public health requirements. Exhibitors serving food and/or beverage are required to obtain a permit from the West Springfield Board of Health. Applications are available through the Town of West Springfield website. Permit applications and payments are to be sent directly to the West Springfield Board of Health by their designated deadline. Deadline for permit applications is thirty (30) days prior to the event. MDAR is not responsible for missed deadlines, which may result in the inability to be a vendor at the Massachusetts Building. Details for public health requirements can be found: <http://www.townofwestspringfield.org/health-department>

Massachusetts Entity Requirements

Applicants must also demonstrate that they are a Massachusetts entity that is registered and conducting business within the Commonwealth and proof of such of a Massachusetts established business or organization is required with the application, including a description of the entity and structure of the organization. Such proof may include a current Certificate of Good Standing from the Secretary of the Commonwealth of Massachusetts or a business certificate from the city/town within Massachusetts in which business is conducted. **DO NOT send copies of tax returns or other financial information** that may include personal information, as all applications are subject to the Public Records law. Non-Profit entities must include documentation, supporting papers that describe the structure of the non-profit organization when submitting application, including proof of 501(c)(3) status or other non-profit designation.

Insurance Requirements

All exhibitors participating in the Massachusetts Building must, at their own expense, in a company rated A or better by A.M. Best and Company, provide the following insurance coverage:

General Liability Insurance

Bodily Injury/Property Damage – limits of \$1,000,000.00 per occurrence

Products/ Completed Operation – limits of \$1,000,000.00 per occurrence

Workers' Compensation Insurance (if required)

All policies must name the Commonwealth of Massachusetts as an additional named insured with respect to all operations in conjunction with the Massachusetts State Building/Massachusetts Department of Agricultural Resources. The duration of the additional names insured status shall be for the day(s) of the event(s). All Certificates of Insurance must provide a thirty (30) day notice of cancellation to the Massachusetts Department of Agricultural Resources.

A fully completed 2018 application must be received by the Department no later than 4:00 PM on Tuesday, July 23, 2018. Mail a completed application to

Massachusetts Department of Agricultural Resources

Attn: Bonita Oehlke

251 Causeway Street, Suite 500

Boston, MA 02114

Faxes will NOT be accepted. Applicants will be notified of action on their application by August 1, 2018.

CALENDAR OF IMPORTANT DATES*

Application Deadline (received by 4 pm).....	Monday, July 23, 2018
Announcement of Accepted Exhibitors.....	Monday, August 6, 2018
License Agreements signed and returned to the Department.....	Monday, August 27, 2018

**Dates subject to change at the sole discretion of MDAR.*

Single Day Exhibitor Application Form

Harvest New England Day (September 28, 2018)

A fully completed application must be received by the Department no later than 4:00 PM on
Monday, July 23, 2018

Please complete all questions and provide as much detail as possible. Any application that does not contain ALL of the requested detailed information will be deemed incomplete and will not be considered.

Business/Association/Agency:

Contact Name:

Mailing Address:

Business/Tax #:

or Tax Exempt #:

Phone:

Cell:

E-Mail:

Website:

Please circle one: FOR-PROFIT NON-PROFIT GOVERNMENT AGENCY

New Applicant, please circle one: YES NO

Product/Service: Please describe in detail the product(s), service(s) and/or informational material(s) that you plan to sell and/or distribute at your exhibit. List all items:

Physical exhibit: Please describe in detail your anticipated exhibit design, concept, layout and any other relevant display features. (Note: MDAR will not be able to provide a tent, table, or chairs for your space.)

ALL APPLICANTS MUST SIGN AND COMPLETE THE FOLLOWING.

I believe the above to be an accurate and true description of my proposed exhibit area. I understand that the decision of the Massachusetts Department of Agricultural Resources will be based upon the content of this application. I understand any proposed changes to this application after submission to the Massachusetts Department of Agricultural Resources are subject to review before being approved.

I have read, understand, and agree to the above statements and to all provisions in the above "Massachusetts Exposition Building Single Day Exhibitor Application and Guidelines."

Signature:

Name:

Title:

Mail completed applications to:

Massachusetts Dept. of Agricultural Resources
Attn: Bonita Oehlke
251 Causeway Street, Suite 500
Boston, MA 02114